Scholarly Exchange® Hosting Service

Journal Proposal Form

<today’s date>

1. Please describe the nature of your journal's contents, including the focus and scope of the journal.
2. Describe the type of review process and review policies used to validate the published content.
3. Is this a new journal or does it exist already in print or electronic form?
4. Who owns and who publishes the journal now, if an existing title, or who will own and publish the journal, if a new title?
5. Scholarly Exchange® Service exists to promote Open Access publishing. What copyright licensing terms do you intend to use as a member of our hosting service?
6. Do you plan to charge any fees to submit to or access your publication? If yes, please describe the fee structure.
7. Who is responsible for editorial control, peer review, and technical/publishing aspects of the journal? (May be one or more individuals). Please provide full name, institutional affiliation, e-mail address, mailing address, telephone and any other contact information for the responsible party(ies).
8. Who is responsible for the financial/billing aspects of the journal (who should the invoice be sent to for the second/continuing years of service)? Please include full name, mailing address, email, and phone number as well as any other important contact info.
9. What is the official mailing address for the organization or the journal for the service agreement?
10. When you would like to begin using the Scholarly Exchange® hosting service?
11. Do you have any other questions or concerns?